

# NOTICE ABOUT EMPLOYEE INFORMATION LAWS AND PRACTICES

The following notice is provided in accordance with Section 559.03(a) of the Texas Government Code:

1. With few exceptions, you are entitled on your request to be informed about the information The University of Texas Health Science Center at San Antonio collects about you;
2. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information; and,
3. Under Section 559.004 of the Texas Government Code, you are entitled to have The University of Texas Health Science Center at San Antonio correct information about you that is held by The University of Texas Health Science Center at San Antonio and that is incorrect, in accordance with the procedures set forth in The University of Texas System [Business Procedures Memorandum 32](#), *Texas Public Information Act*.

The information that The University of Texas Health Science Center at San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

In accordance with The University of Texas System [Business Procedures Memorandum 32](#), you may send information requests to **Harry S. Lynch, Jr., MBA, CPA.**

By post office mail: 7703 Floyd Curl Dr., San Antonio, TX 78229-3900

By e-mail: [lynch@uthscsa.edu](mailto:lynch@uthscsa.edu)

By fax: (210) 567-7027

In person: UTHSCSA Medical School Building, Room 426A